

# FRS On-Line Documentation

The Financial Record System (FRS) is used by the University to handle the processing and reporting for financial accounting, purchasing and accounts payable. FRS On-Line provides Brown users with the ability to view account transactions and balances, review check payments made through Travel Accounting and Accounts Payable.

In order to access FRS On-Line, you will need to obtain an FRS operator number. This number, used to sign on to the system, carries the appropriate security features identified on your application form (Form F01). In order to obtain Form F01, please see the Computing & Information Services Forms website <http://www.brown.edu/Facilities/CIS/Forms/CAA/F01.pdf> or contact the Office of Computing Accounts & Passwords at extension x34357.

FRS can also be access via the web using Web Ledgers to view account transactions and balances and using Web Requisitions to initiate on-line purchase requisitioning of goods and services. This is the mostly commonly used and preferred method of accessing financial records data. Please refer to the Web Ledger section on the Controller's Office website for more information.

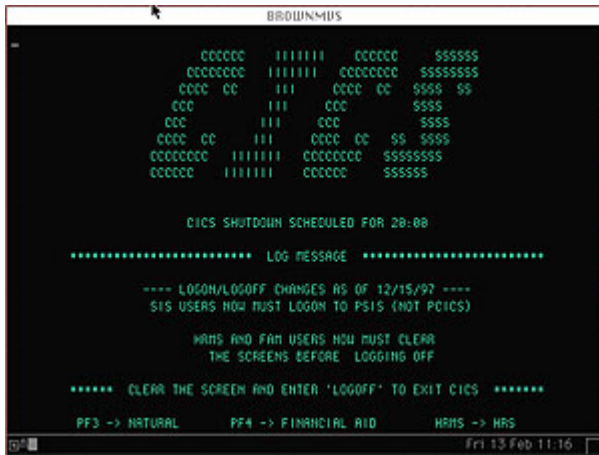
This document has been designed for the general user and highlights the most commonly used functions. More specific information is available by e-mailing [datacntl@brown.edu](mailto:datacntl@brown.edu).

## Sign-on Procedure

In order to access the FRS system, it is necessary for your terminal or personal computer to be linked to the University's mainframe computer. Procedures to access the mainframe systems can be varied based on type of machine and/or networks, etc. You may need to contact Computing and Information Services for assistance.

**From the screen titled "Commands available to Telenet user of SNS/TCP access" you are asked to "Enter Command or 'HELP'"**

**>Type PCICS for Production CICS**



```
BROWN-MUS
      CCCCCC  IIIIIII  CCCCCC  SSSSSS
      CCCCCC  IIIIIII  CCCCCC  SSSSSSSS
      CCCC CC   III   CCCC CC  SSSS SS
      CCC      III   CCC   SSSS
      CCC      III   CCC   SSSS
      CCCC CC   III   CCCC CC  SS SSSS
      CCCCCC  IIIIIII  CCCCCC  SSSSSSSS
      CCCCCC  IIIIIII  CCCCCC  SSSSSS

      CICS SHUTDOWN SCHEDULED FOR 20:00

      ***** LOG MESSAGE *****

      ---- LOGON/LOGOFF CHANGES AS OF 12/15/97 ----
      SIS USERS NOW MUST LOGON TO PSIS (NOT PCICS)

      WARS AND FAN USERS NOW MUST CLEAR
      THE SCREENS BEFORE LOGGING OFF

      ***** CLEAR THE SCREEN AND ENTER 'LOGOFF' TO EXIT CICS *****

      PF3 -> NATURAL      PF4 -> FINANCIAL AID      WARS -> WRS
      Fri 13 Feb 11:16
```

**> Select PF3 > NATL**

The system will display the following Natural Selection Menu:

```

BROWNUNMDS
NATURAL Selection Menu for
*PRODUCTION * Environment

Options ==> _

ADN) Admission          TRB) Table Maintenance
BFU) Brown University Tables  TRG) Telecommunications
FRN) Financial Aid      TCS) Time Collection
FRP) Financial Records Plus  XIT) Terminate this session
LNS) Loans
NRA) Miscellaneous Accounts
PEN) Pension
POP) Plant Ops Work Order
RRS) Room Reservation
SRA) Student Records

Select one of the above options, key the LETTERS
of your selection and press ENTER

Fri 13 Feb 11:19

```

- > Select FRP for Financial Records Plus
- > Press Enter

The following screen to sign on to Natural will be displayed:

```

BROWNUNMDS
BROWN UNIVERSITY INFORMATION SERVICES
NATURAL SECURITY SIGNON
+-----+
+ WARNING: ATTEMPTING UNAUTHORIZED ACCESS TO THIS SYSTEM IS A +
+ VIOLATION OF UNIVERSITY REGULATIONS AND RHODE ISLAND STATE LAW. +
+-----+
WELCOME TO NATURAL 2.2 PRODUCTION SYSTEM (PROD)

PLEASE ENTER THE FOLLOWING INFORMATION
-----
APPLICATION-ID: _____ USERID: _____
PASSWORD:          NEW PASSWORD:

PRESS ENTER TO CONTINUE
ENTER "FIN" TO EXIT

Fri 13 Feb 11:19

```

- > Enter FRPPROD in the Application-ID field
- > Enter your log-on ID in the User ID field
- > Enter your password in the Password field
- > Press Enter

The system will display the Main Menu (Screen 001)

- Note #1:** FRS automatically validates the operator ID and password in the security file. The operator id controls what you can view in FRS and provides an audit trail for on-line transactions.
- Note #2:** Failure to enter the correct operator id and/or password three times (in the course of a day) will drop you from the

## FRS Main Menu

When the sign-on process is complete the **FRS Main Menu** (Screen 001) will be displayed:



This menu provides a path to the various subsystem applications within FRS Plus and the associated screens used for inquiry and update. You may be returned to this screen if you do not have sufficient security clearance to view a screen you have selected. If you believe you should have access to that particular screen, please contact the Security Administrator in CIS. The User Department Quick Reference Menu provides access to the most commonly used screens within the Financial Accounting, Accounts Payable and Purchasing applications. To access this menu:

- > Enter USR in the Screen field
- > Press Enter



To navigate to a specific screen:

- > Enter the desired screen number in the Screen field
- > Press Enter

## Moving Around - Screen To Screen and Within A Screen

### Moving From Screen To Screen

In order to move from one screen to another in FRS Plus, simply position the cursor at the field entitled SCREEN, type the screen number desired (leading zeros not required) and press Enter. When inquiring about a specific account number, type the account number into the ACCT field. Press Enter and the system will bring up the screen and account information in one action. Examples: To view the attributes assigned to account number 231320, enter

**Screen: 6 \_ \_ ACCT: 231320 \_ \_ \_ \_**  
**and press Enter**

To inquire about the open commitments on account 638509, enter the following on the current screen. There is no need to return to the main menu in order to change screens.

**Screen: 21 \_ ACCT: 638509 \_ \_ \_ \_**  
**and press Enter**

Notice that the field ACCT has room for 10 digits. This is meant to accommodate requests against a specific subcode. To see only those commitments which were charged to the Equipment Code 4010, the previous entry would have been:

**Screen: 21 \_ ACCT: 6385094010**

### Moving Within A Screen:

The cursor can be moved around the screen by using either the arrow keys or the tab key on your terminal. Use of PF keys to obtain extended information is a feature of FRS Plus. Use the arrow keys to move the cursor to a particular line on the screen and then select the appropriate PF key. Although PF3 is labeled "Exit", it's purpose is not to exit the current screen or to logoff FRS, but rather to quit out of the pop-up windows displayed when using the PF keys.

## Screen Highlights

### *Financial Accounting*

Screen	006 002	SL 6 Digit GL 6 Digit	Details account attribute information such as responsible person, box #, etc.
Screen	019 018	Six Digit List - SL Six Digit List - GL	Provides budget, actual, encumbrance and available balance dollar information summarized by subcode/control code for current month or YTD (PF7).
Screen	021	Open Commitment Inquiry By Account	Provides open commitment detail information for either the entire account (6 digit) or by subcode (10 digit).
Screen	026	Open Commitment Inquiry By Reference	Provides open commitment detail information for specific purchase order number.
Screen	027	Transaction Query	Identifies transaction detail information for either the entire account (6 digit) or specific subcode (10 digit).
Screen	029	Account Information Query	Lists all accounts for which an individual has access to view. Using PF keys can extend the information to include attribute, dollar, budget, transaction and commitment information.
Screen	032	Monthly Activity	Provides budget, actual and encumbrance balances summarized by month for a specific account.
Screen	033	Annual Activity	Provides budget, actual and encumbrance balances accumulated year to date for a specific account.
Screen	041 040	Ten Digit Snapshot Ten Digit Snapshot	Provides summary information for a specific account including budget, quarterly and project balances.

### *Accounts Payable*

Screen	102	Vendor Name Search	Alpha listing of all vendor numbers detailing the vendor number and address information.
Screen	113	Vendor Analysis	Details payment history for a specific vendor.
Screen	118	Invoice File List	Identifies all invoices paid to a specific vendor.

### *Purchasing*

Screen	202	Vendor Name Search	See Screen 102.
Screen	214	Document Approval	Allows user to mark one or more documents as reviewed and grant or deny approval.
Screen	220	Document Maintenance	To create, display and change purchase requisitions and purchase orders.
Screen	225	Document Activities	To trail (edit check) and approve purchase requisitions and purchase orders.
Screen	240	Invoice Maintenance	Used to create vouchers for a particular vendor.
Screen	249	Invoice Inquiry	To display header information for some or all invoices.

## Screen Examples

### *Financial Accounting:*

#### Screen 019 - Six Digit List - SL Account Summary

- > Enter 019 in the Screen field
- > Enter SL six digit account number (for example 230102)
- > Press Enter The following screen will be displayed:

Obj	Description	Budget	Actual	Encumbrances	Available
1810	EXEMPT ADHIII S	864,051	498,053.71		365,997.29
***	EXEMPT SALARI	864,051	498,053.71		365,997.29
1400					
***	FACULTY SALARI				
1810	NON-SEC/CLERIC				
1820	SEC/CLERICAL	497,167	271,379.20		225,787.77
1840	NON-SEC/CLER O				

#### PF Keys:

- PF7** Changes actual between current month (CM) and year to date. (Project to date for 5 ledgers).
- PF10** Provides extended information - see example.
- PF11** Details transaction information for the account or a particular subcode.
- PF12** Provides open commitment detail for the account or a particular subcode.

**Note:** Fiscal year is a modifiable field (using Screen 882 or changing the Fiscal year once into extended information) and will display information for the year entered into the FY field. Information will be for the same month you are working in. To view another month for a prior year, see Screen 882. To view extended information about subcode 3010:

- > Position cursor in line containing subcode 3010
- > Press PF10

The following pop-up window will appear within screen 019:

BROWN/MUS				
019 SL Account Summary			02/13/98 11:16	
Screen: Account: 228238 ANTIQUES			FY 1998 CC BR	
-----SL Extended Information-----				
Account:	2-38228-3818	Flags:	D F R D S R	
Description:	SUPPLIES GEN		M M H H	0
Fiscal Year:	1998			
Project	Fiscal Year	Current Month	Project to Dt	--
Annual:	--	21,888.88	21,888.88	8-
Revised:		21,888.88	21,888.88	
ABR:				8-
Actuals:	17,290.64	35.37	17,290.64	
Enc:	079.20	12.15-	079.20	
Req:	--			3
				5
				1-
Last Activity On:	02/13/98 05:58AM	Balance Available:	5,038.00	
Activity Counter:	214	Percent Used:	75	
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--				
HELP Notes Exit			Only	
Fri 13 Feb 11:23				

Select PF3 to exit back to base screen 019.

## Screen 021 - Open Commitment Inquiry By Account

- > Enter 021 in the Screen field
- > Enter SL six digit account number (for example 230102)
- > Press Enter

The following screen will be displayed:

BROWN/MUS						
F3883 Security - You may not update on this screen						
021 Open Commitments by Account					02/13/98 11:16	
Screen: Account: 228238 ANTIQUES					FY 1998 CC BR	
Department:			Flags: D F R S R			
Resp Person:						
Acct	Ref	Date	Description	Original	Liquidated	Current
1958	1888888	0287	BENEFIT ENCOM	162,580.04		162,580.04
3818	P071187	0828	ARROW MESSENGER 2	288.88	131.58	68.58
3818	P188689	0282	ARCONCP U S GROUP	288.88		288.88
3818	P064022	0711	BOISE CASCADE	1,800.05	525.12	560.73
3818	P074127	1212	BOISE CASCADE OFFI	238.25	191.38	38.95
3818	P075922	0283	BOISE CASCADE OFFI	8.18		8.18
3838	P071211	0917	FIRST IMAGE MANAGE	15,888.88	6,174.67	8,825.33
6818	P187496	0286	MO COMMUNICATIONS	1,665.88		1,665.88
6838	P075695	0128	DELL MARKETING L.P	2,295.12		2,295.12
Viewing year-to-date				103,191.16	7,822.59	176,168.57
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--						
HELP Notes Exit					CH End	
Fri 13 Feb 11:24						

To view extended information about a particular commitment:

- > Position cursor on the line containing the item in question
- > Press PF10

The following pop-up window for PO extended information will appear within Screen 021:

```

BROWN-MUS
821 Open Commitments by Account          02/13/98 11:16
                                         FY 1998 CC BR
Screen:  Account: 230230  ANTIQUES
-----P0 Extended Information-----
P0: P864822      Drop: H
Account: 2-30230-3010  System Drop: H
Vendor:          Reference Ind: E
Date: 07/19/97
Description: 801SE CISCOE
Original      Liquidated      Current
-----
Project:      8.18
Current:      1,800.05      525.12      569.73
Total:        1,800.05      525.12      569.73
Viewing year-to-date      183,191.16      7,822.59      176,168.57
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP Notes Exit
Fri 13 Feb 11:25

```

Select PF3 to exit back to base screen 021.

## Screen 027 - Transaction Query

- > Enter 027 in the Screen field
- > Enter six digit account number (for all transactions on an account) or
- > Enter 10 digit account number (to view all transactions for a specific subcode within an account) (Example: 230330 6480)
- > Press Enter Display will appear as follows:

```

BROWN-MUS
827 Transaction Query                    02/13/98 11:10
                                         FY 1998 CC BR
Screen:  Account: 230230
Account: 230230      Date:
Batch Ref:          Batch Date:
Indicator:          Bank:
Trans Code:
Reference 1 or 2:
Months: 2 February
Account  IC  Date  Ref  Description      Amount  Offset
-----
230230  3118  018  02/89  8855368  INTL568289      25.88
230230  4018  050  02/86  P187496  MO COMMUNICATIONS  1,665.88
230230  6418  060  02/70  0089783  COPY CTR CISCOE SLIP  14.10  379430 9800
230230  6718  060  01/78  8069519  DRERK ST674     121.75  004721 9800
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP Notes Exit
Fri 13 Feb 11:20

```

### PF10 Extended information

Depending on where the cursor is positioned within the text of screen 027, the PF10 key will provide different information:

If the cursor is positioned on the transaction account number, the SL extended information will be displayed.

If the cursor is positioned on the transaction REF number, and if the reference is a purchase order number, then extended information will be displayed about the purchase order. There is no extended information for other reference types.

If the cursor is positioned on any of the remaining transaction fields, the transaction extended information will be displayed.

**Note :** Transaction information for other months within the fiscal year can be displayed by changing the month number in the Month field.

## Screen 029 - Account Information Query

- > Enter 029 in the Screen field
- > Enter six digit account number (if no account number is input the display will begin at the first account number you are authorized to view)  
(Example: 380040)
- > Press Enter The resulting display is:

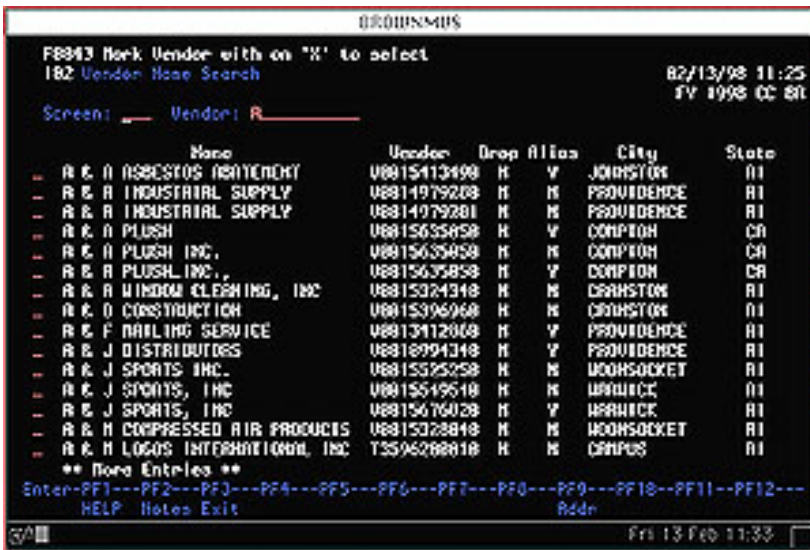
Screen 029 is very powerful in that use of the PF keys can provide detail information that is provided through many of the other financial accounting screens. PF10 on the above account provides the following detail which can then be further extended:

Account	Description	Budget	Used	Ex Fu
2838	WAGES - ELECT			3M 3A
2238	WAGES-OUT/ELECT			3M 3A
2928	GEN-PURV PLANT			3M 3A
3338	NON-PROF SERVICE	37,888.88	183	3M 3A
6628	RESIDENCE FAC			3M 3A
9888	MONTHLY BILL			3M 3A
304858	BLDG DRG OF REVIEW	00E J	71917	3M 3A

## Accounts Payable:

### Screen 102 - Vendor Name Search

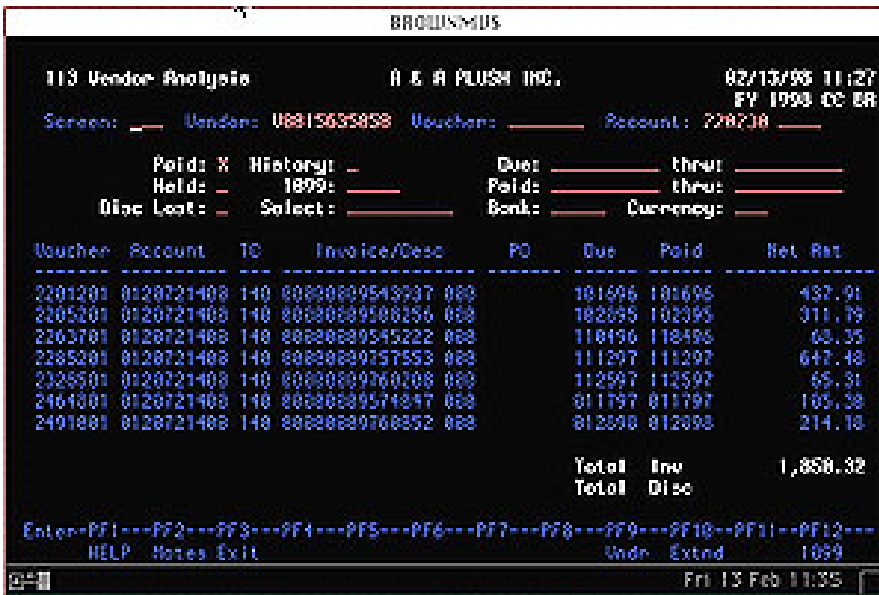
- > Enter 102 in the Screen field
- > Enter vendor name (if no vendor name is input, the display will begin at the beginning of the vendor file)
- > Press Enter Screen display:



To view extended address information select PF9 Mark vendor with an 'X' to select - vendor number will be displayed in the action line.

## Screen 113 - Vendor Analysis

- > Enter 113 in the Screen field
- > Enter vendor number in the Vendor field
- > Press Enter
- > Enter an X in the Paid field
- > Press Enter The transaction history for the vendor will be displayed as follows:





## Screen 249 - Invoice Inquiry

- > Enter 249 in the Screen field
- > Enter purchase order number in the Doc field (Example: P948484)
- > Press Enter

Detail of all the invoices paid against a purchase order (in numerical order starting with the one requested) will be displayed as follows:

249 Invoice Inquiry 82/13/98 11:38AM  
 Screen: \_\_\_ Doc: P021308 Lines: \_\_\_ Invoice: \_\_\_  
 FY 1998 CC BR

PO	Invoice	Vendor	Inv Dt	Due Dt	Gross Amt	Status
P024320	40291	03011134020	89/12/94		544.80	Fed to RP
P024320	40349	03011134020	89/16/94		336.80	Fed to RP
P024321	021421	03013916660	88/10/94		95.00	Fed to RP
P024323	782036	03015495620	88/09/94		51.55	Fed to RP
P024324	267426	03005356050	80/11/94		62.82	Fed to RP
P024325	70517	03011165650	88/08/94		115.80	Fed to RP
P024326	80957712	03015580780	88/09/94		147.80	Fed to RP
P024327	26260	03015381730	88/19/94		1,551.33	Fed to RP
P024328	808549	03015377550	80/10/94		780.80	Fed to RP
P024329	L235878	03013281980	88/11/94		16.89	Fed to RP
P024312	38807	03004870150	88/04/94		172.80	Fed to RP
P024313	38806	03004870150	88/04/94		172.80	Fed to RP
P024314	813369	03015566050	80/23/94		186.99	Fed to RP

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 HELP Notes Exit Hotch Filter Extnd Lines  
 Fri 13 Feb 11:37

## Screen 882 - Maintain Fiscal Year

- > Enter 882 in the Screen field
- > Press Enter The following screen will be displayed:

882 Maintain Current Session Campus and/or Fiscal Year 82/13/98 11:38  
 Screen: \_\_\_  
 FY 1998 CC BR

Active Campus: BR Enter HELP to see a list of campuses you have access to.

Active Fiscal Year: 1998

Active Accounting Month: 2 February  
 Active R/P Month: 2 February

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 HELP Notes Exit  
 Fri 13 Feb 11:38

- > Change Active Fiscal Year field to desired year
- > Change Active Month to desired month within the fiscal year (ie: Aug = 8)
- > Press Enter

## On-line Help

Access to on-line help is a valuable feature of FRS Plus and is designed to provide simple explanations to the user. On-line help is available in three ways:

### 1. Screen Help

To access information about a screen and its functionality:

- > Position the cursor in the Screen field
- > Press PF1

### 2. Field Help

To access information about a field and its purpose:

- > Position the cursor on the field in question
- > Press PF1

### 3. Element Help

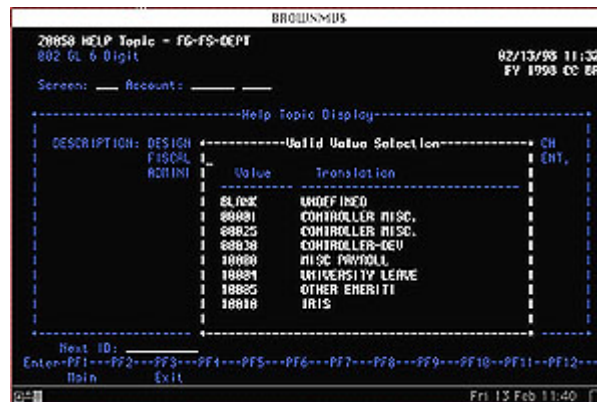
To access the values that are valid for a particular modifiable field:

- > Position the cursor in that field
- > Enter a '?'
- > Press PF1

Example of Screen 002 (GL 6 Digit) requesting the values that are valid for the Department field:

- > Enter 002 in the Screen field
- > Press Enter
- > Enter a '?' in the Department field
- > Press Enter

Screen 002 will be displayed with a pop-up window showing the valid department values as follows:



## **System Sign-Off Procedure**

### **In order to sign off the FRS Plus System:**

- > Enter SO in the Screen field
- > Press Enter

### **The following message will appear:**

NAT9995 NATURAL SESSION TERMINATED NORMALLY

- > Press Enter (This will return you to the Natural Selection Menu)
- > Select XIT
- > Press Enter (This will display message: Enter Command or 'HELP')
- > Type QUIT